

AOC-CFCRB-2A REVIEW FORM GUIDELINES

Board Name PREPRINTED		CFCRB FINDING AND RECOMMENDATIONS	
DATE OF REVIEW: Date of board meeting is preprinted.	ATTENTION JUDGE: Mark only when you expressly want the judge to look closely at the case. Do not overuse.	INITIAL REVIEW: Mark when this is the first review of the case by the review board.	
CHILD'S NAME, LENGTH OF TIME IN CARE, DATE OF BIRTH, RACE, SEX, DCBS#, FSW, AND FSOS will be preprinted on form. JUDGE AND COURT CASE NUMBER will need to be written in the first time case is reviewed; thereafter, they will be preprinted. JUDGE: You can find the current judge's name on the court documents located in the Legal section. COURT CASE #: The court case number can be found on the upper right hand corner of the court documents located in the Legal section. <i>If the social worker or supervisor has changed, please correct on this form. Current social worker can be found at the top of the service recordings.</i> G.A.L.: The guardian <i>ad litem</i> is the attorney appointed by the judge to represent the child in court. You will find the GAL's name on the temporary custody order in the Legal section. CASA: A Court Appointed Special Advocate is appointed by the judge to work with a specific child/case; the name of the CASA will be found in the legal section. Not all counties have a CASA program.			
REMOVAL INFORMATION Removal Date is preprinted. Removal Reason: Check the appropriate box. The reason(s) for removal can be found on the Juvenile Petition located in the Legal section, in the initial investigation (located in the Investigations section on the bottom section on the right side) or in the case plan located in the Ongoing Case Plan and Assessments section. Court Finding: Court finding is preprinted. Child in Kinship Care At Time of Removal: Was the child with a relative at the time of removal? Check appropriate box. Prior Episode in Foster Care and Prior Release Date: Will be preprinted.	CHILD'S NEEDS Check the appropriate boxes. This is based on the reviewer's opinion as to whether the needs of the child are being met in the current placement.	CASE FILE STATUS Placement Log in file: Check if placement log in file (located at the top of the Professional Section on the right). Service Recordings Current: Service Recordings (top section on left) DCBS SOP states that contacts are entered into TWIST during the calendar month the contact was made unless the contact is made the last week of the month. Contacts are entered no later than the fifth day of the following calendar month if the contact was made the last week of the month. Case Plan in File: The <u>current</u> case plan should be in the file (second section on left). Case plans are in force for six months from the date of the case conference. Not Provided for Review: Check if case file is not provided for review. Provided, but not up to date: See DCBS SOP listed above for Service Recordings Current. Provided but rescheduled: Check if case file was provided but the board did not review. *Transferred to _____ County: Fill in the name of the county where the child was transferred. *Transferred to DJJ: If the child has been determined to be delinquent, the case will be transferred to the Department of Juvenile Justice. *Child was released from the Cabinet's custody: Check if child has been released. *Released to: _____ Write in to whom the child was released; i.e., parents, relative, aged out etc. *Released date: ____/____/____ Write in the date the child was released from the Cabinet's custody or aged out. The following are for closed cases only. Signed court order for release: Check if there is a court order signed by the judge releasing the child from custody. Unresolved Issues: Check if you have any concerns about the handling of the case. <i>*In most offices, this information is provided to the reviewer by a DCBS worker.</i>	
PLACEMENT INFORMATION Current Placement: Check the appropriate box. Current placement can be found on the placement log. Current Placement Is: Check any or all boxes if relevant. Agree with Placement: Check appropriate box based on what you have learned while reviewing the file. Reason for Most Recent Placement Change: _____. Fill in the blank with the reason child was removed from the last placement. This information can most easily be determined from the service recording. Number of placements: ____ Write in the number of placements the child has had. The information is found on the placement log located on the top of the Professional Section. Moved More Than 3 Times in the Past 6 Months: This information is found on the placement log in the top right hand section, Professional section. Check the appropriate box.			
SIBLING VISITATION Child Have Siblings: Information should be in the case plan. Placed with Siblings: and Sibling Visitation: Information should be found in the service recordings, top section on the left side or the individual placement logs.			
PERMANENCY AND CASE PLANNING Permanency Plan: Check the appropriate box. Current permanency plan can be found in the case plan located in the middle left section. Agree with Plan: Check the appropriate box. Determination is made after reviewing the case file. Concurrent Planning: Concurrent Planning is a method of case management which provides reunification services to a family whose child is placed in Out of Home Care (OOHC) while simultaneously developing an alternative permanency plan for a child in case it is needed. It redefines success as achieving permanency for a child in out of home care, which may or may not be reunification with the birth family. An example of concurrent planning would be a child placed in a foster home that is willing to adopt the child if the child become eligible for adoption. Check appropriate box. Case Plan Compliance: Cabinet in Compliance? Is the Cabinet providing necessary services to the parents and the children as agreed to in the case plan? Is the case plan current? Mother in Compliance? Father in Compliance? Are the parents working on the goals agreed to in the case plan? Check appropriate boxes. Case Planning Conference: Date of last Case Planning Conference: Insert the date the last case planning conference was held. Date will be on the first page of the case plan. Mother Attend? Father Attend? Check signature page on the back of the case plan to see if parent(s) attended the case planning conference. Check appropriate box.			
Reasonable Services Are Being Provided to the Mother? Mother Utilizing Services? Check appropriate boxes. Reasonable Services Are Being Provided to the Father? Father Utilizing Services? Check appropriate boxes. Is the Cabinet providing services to the mother and father that will facilitate children returning home? Are the parents using the services being provided?			
Permanency Hearing Date: This is the annual court review. Check court documents in the legal section to find if a date is scheduled; if not, check in the Ongoing Case Plan and Assessments section. Sometime this is referred to in the case plan as dispositional hearing. Insert date of next permanency hearing.			
Likely Date the Child Will Be Placed Permanently: After reviewing the file, when do <i>you believe</i> that the child should be in a permanent placement. This is only an opinion. This MUST be filled in.			
Attention Judge: The Permanency Hearing is not scheduled or is past due. Check this box if the permanency hearing is not current.		Response Requested from the Cabinet: Check is you have filled out form AOC-CFCRB-2B requesting a response from the Cabinet.	
COMMENTS/RECOMMENDATIONS TO THE COURT After you have finished reviewing all the information in the file, use this section to inform the Judge of the current status of the case and what the recommendations are for this case. Ordinarily, the Judge sees this case in court annually and these reviews are his/her only updates on the progress of the case. On the back of this sheet are suggested questions to consider for each of the different permanency goals. They can be used as a guide. The comments and recommendations in this section should be directed to the Judge and the court and should reflect current information regarding the child and the progress of the parents on their case plan. If there is any question that you cannot answer due to lack of information in the case file, put a question mark in that box, and explain in the comments section. You may also need to ask a question requiring a response from DCBS on Form 2B. Questions to the DCBS staff should be made on Form AOC-CFCRB-2B, not on this form.			

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Questions Applicable to All Case Plans

Why and when did the child(ren) enter foster care?	What services have been offered to the family to prevent or eliminate the need for removal?
What evidence is there of abuse, neglect or dependency?	If services were offered but not utilized, why were they not utilized? Were services available to the family?
Where do the parents live in relation to the child(ren)'s placement?	What is the case plan and how long has it been in effect?
What special needs does the child have that influences placement of the child?	Did the biological parents, foster parents and children contribute to the development of the case plan?
Is the child's safety ensured in the current placement?	Are the case planning conferences being conducted every six months?

Return to Parent Case Plan Goal Questions

Why was the child committed?	Is the child fearful of returning home? If so, what does the child fear?
Are there reasons to consider return of the child to one biological parent over the other?	What are the obstacles to the child returning to the home?
What efforts are being made to locate a missing biological parent?	What services will be provided to the family when the child is returned home?
Are there relatives who can take the child temporarily?	What is the target date for the child to be returned home?
Are parent(s) complying with the visitation plan? How is the interaction during the visits and how does the child react during the visit? Are visits harmful to the child?	How and for what duration will placement in the home be monitored?
What physical, mental, emotional or behavioral disabilities does the child have that classify him/her as a special needs child?	What is the level of compliance with the plan by the parents/guardians? The child, if applicable? DCBS?
If a CPS referral alleged physical, sexual or emotional abuse, what safeguards to ensure absence of the alleged perpetrator from the home?	What efforts were made by the case worker to encourage the parents to use the services?
Is the parent unable or unwilling to protect the child from the potential abuser?	Do the parents/guardians understand the consequences of failure to comply with the case plan?
What is the opinion of professional service providers regarding the ability of the biological parents/guardians to provide a stable, nurturing environment for the child?	Has the case worker had monthly contact with the parents? Child? Note: If child is in private child care, only quarterly visits are required.

Adoption Case Plan Questions

What possible relative placement options have been considered?	What attempts are being made to locate an adoptive placement for the child?
If appropriate, does the child understand and want to be adopted?	Have the foster parents been considered in placement options?
Do all interested parties have access to legal representation?	Have all the child's needs been considered in adoption plans, such as health, educational needs, etc.
Has voluntary termination been discussed with the parents?	What type of adoption subsidy has been considered? Requested? Approved?
What legal grounds exist to terminate parental rights?	Have the foster parents petitioned to adopt the child?
Has the case been reviewed and approved by the Office of Council attorney?	When is the adoption to be finalized?
What is the Permanency Hearing date? Outcome?	What kind of services have been made available to prepare the child(ren) for adoption?

Legal Guardianship Case Plan Goal Questions

What makes guardianship the most appropriate goal?	Is the prospective guardian financially able to provide for the child?
Have other permanency plans been considered?	How will the prospective guardian provide for the child's medical care?
Is the placement stable enough that DCBS and court supervision are unnecessary?	Has the prospective guardian applied for kinship care?
Does the child, if of suitable age to decide, want to remain with the prospective guardian?	If the child has special needs such as counseling, how does the prospective guardian plan to meet these needs?
Will the parents have continued contact with the child?	Is the prospective guardian comfortable with the child having contact with the biological parents?
Does the prospective guardian understand his/her rights and responsibilities?	Has the home study, background check, etc. been completed on the prospective guardians?
Does he/she regard guardianship as a permanent plan?	Has the guardianship petition been filed?
Is the prospective guardian willing and capable of protecting the child even if this involves conflict with the biological parents?	

Permanent Relative Placement Case Plan Goal Questions

Are the relatives committed to the child until the age of 18?	Is the child currently in the relative's home and does the child want to remain in the home?
What special needs does the child have?	Have the plans of adoption and guardianship been explored with the relatives?
What is the relative's ability to provide care for the child?	Describe the relative's ability to protect the child from the biological parents if this is appropriate.
Was a home study completed on the relative's home?	

Planned Permanent Living Arrangement Case Plan Goal Questions

Why is permanent planned living arrangement being considered instead of guardianship?	How has the child responded to parental contacts?
What special needs does the child have and how are they being addressed?	Has the court and DCBS approved this plan?
What contact, if any, has there been with the biological parents/family?	Has a permanent planned living arrangement been signed?

Emancipation Case Plan Goal Questions

In what type of placement is the youth living?	What is the plan and time frame for independence?
What special needs does the youth have?	What contacts, if any, has the youth had with biological parents/family?
What services are being provided to the youth?	What comprises the youth's support system?
What progress toward independent living has derived from those services?	What needs are met for the youth by members of the support system?
What visits between the case worker and the youth have occurred since the last foster care review board meeting?	What are the youth's educational/vocational plans?